

EMPLOYMENT OPPORTUNITY

1. RPA #	11-0063
ANALYST'S INITIALS	AL
DATE	12-20-2011

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Staff Management Auditor	3. POSITION NUMBER 293-525-4160-001	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID S01
7. OFFICE OF CA Gambling Control Commission	9. LOCATION (CITY or COUNTY) SACRAMENTO	13. MONTHLY SALARY \$5079		
8. SEND APPLICATION TO: CA Gambling Control Commission 2399 Gateway Oaks Dr. Suite 220 Sacramento, CA 95833 Alaina Lutz	10. WORKING HOURS MON - FRI, DAYS - 08:00 - 05:00	TO \$6434		
	11. PUBLIC PHONE NUMBER (916) 263-0700			
	12. SUPERVISED BY AND CLASS TITLE Charles Wood, Supervising Mgmt. Auditor	14. FILE BY 01-03-2012		

******This position is NOT subject to the Governor's current Hiring Freeze******

******Note: This position requires up to 85% travel and No Flex Schedule******

The California Gambling Control Commission (Commission) is a small agency and the primary responsibility is to regulate gambling activities within the state. Employment with the Commission offers an opportunity to participate in a diverse and innovative organization with skilled and dedicated staff. The Commission is seeking qualified candidates to meet the challenges of this organization.

LOCATION/PARKING:

The Commission is located off of West El Camino Ave. in South Natomas in a business park.

****PARKING is FREE**.**

DUTIES:

Under the general direction of the Supervising Management Auditor, the incumbent supervises a small team of auditors who are responsible for performing audit and review activities related to several types of fiscal, operations, and administrative audits, and minimum internal control standards (MICS) reviews under the California Tribal-State Gaming Compacts (Compacts), and the Commission's laws, rules and regulations (Laws). These audits are conducted to ensure compliance with the Compacts and Laws related to the Special Distribution Fund and/or the General Fund, eligibility for distributions from the Revenue Sharing Trust Fund, commercial operations (12-month rule and annual device counts) and MICS reviews.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

Compliance activities take place at headquarters, in cardrooms, and at Indian casinos on sovereign land. Some audit procedures may require availability during irregular hours. Audits of casinos are conducted on sovereign Indian land where smoking may be permitted. Travel varies, but is required, and may be up to 85% of the time.

DESIRABLE QUALIFICATIONS:

Auditing and accounting background, education, and experience. Experience developing audit programs and procedures. Strong analytical skills. Ability to manage multiple priorities/projects. Ability to establish and maintain effective working relationships. Excellent communication skills (verbal/written). Willingness to travel out of town overnight. Experience with Microsoft Excel and Word.

SELECTION CRITERIA:

Current State employees with status in the above classification or individuals eligible for appointment (SROA or surplus, list eligibility, transfers, reinstatements) to this class may apply. ****CANDIDATES WHOSE ELIGIBILITY IS BASED ON AN EMPLOYMENT LIST MUST SUBMIT A COPY OF THEIR EXAMINATION RESULTS, INDICATING THEIR TEST SCORE.**** All interested applicants must submit a standard State Application Form STD 678 (with original signature), and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. Training and Development assignment will **NOT** be considered.

****EMAILED OR FAXED APPLICATIONS/RESUMES WILL NOT BE ACCEPTED****

FINGERPRINTING: Applicants will be fingerprinted for the purpose of obtaining a criminal record check.

Submit a complete standard state application to the above address.